

Approved For Release 2000/08/08 : CIA-RDP85-00988R000100010005-6

REPORTS INVENTORY

EPARE IN DUPLICATE

TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not
number of copies)7. FORMAT (memorandum, form
computer print-out, etc)

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level
contributing information to report)11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

RETAIN AS IS

OTHER (explain)

MAN-HOURS

DOLLARS

CHANGE

DISCONTINUE

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

~~SECRET~~

3 Feb 1967

To DD/S for Col White's
briefing of Congressmen

1. Pneumatic Tube System in the Headquarters Building. The Agency's electronic pneumatic tube system, which was activated in January 1963, is the second largest such system in the world. It was designed from a similar system located in West Germany and is the only four-inch, fully automatic system in the Washington, D. C., area. Generally, an air tube system acts as a mechanical messenger rapidly delivering mail, correspondence, materials, supplies, etc., between stations in the systems. The system is a unique installation, in that it was designed specifically for the Headquarters Building and takes into account operational, security, and quantitative factors not normally encountered in similar installations of this type. Specifically, our overall system may be described as an automatic air tube device consisting, at present, of 149 stations, four monitor installations for automatically routing traffic, various electronic gear to enable the system to read the destinations set on the carrier, plus the engineering equipment to power the system.

For administrative and security reasons, the system, as installed, is in reality three systems serving the communication needs of the four directorates.

In addition, two smaller systems were activated later to provide direct traffic between the Cable Secretariat and the Signal Center and to provide a twenty-four hour system for transmission of cables between the CIA Watch Office, Cable Secretariat, and the Special Signal Center. Carrier traffic for all of these systems has increased from 1,185,231 items in 1963 to 1,886,771 items in 1966.

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2. CIA [REDACTED] System. You may have noted a small newspaper article a few days ago about charred secret military papers being found lying in a street in the London suburbs. The documents were to have been destroyed by a pulping machine but since the pulping machine was out of order, they had been taken to an incinerator. Not all papers were completely burned and, as the truck was taking the papers to the dump, some blew off.

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We hope that this will not happen to CIA. In September 1966, our new [REDACTED] classified waste destruction system went into operation. Prior to the completion of this system, the method of disposing of our classified trash was to use the two incinerators at our Headquarters Building to burn the highly classified trash and as much of the less sensitive trash as was feasible. The balance of the material was trucked, on a

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daily basis, to the Treasury Department or District of Columbia Incinerators. This method left a great deal to be desired not only because of the security considerations but because it tied up trucks and manpower which could be used to better advantage elsewhere.

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the material. We will continue to explore possibilities of a more profitable method of disposition. Meanwhile, the Agency is not contributing to the local air pollution problem.

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3.

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This material is obtained for the cost of only the packing, crating, handling, and transportation, which approximates six percent. Utilization of this channel has resulted in considerable cost avoidance which, in turn, is passed to the operational components in the form of minimal pricing.

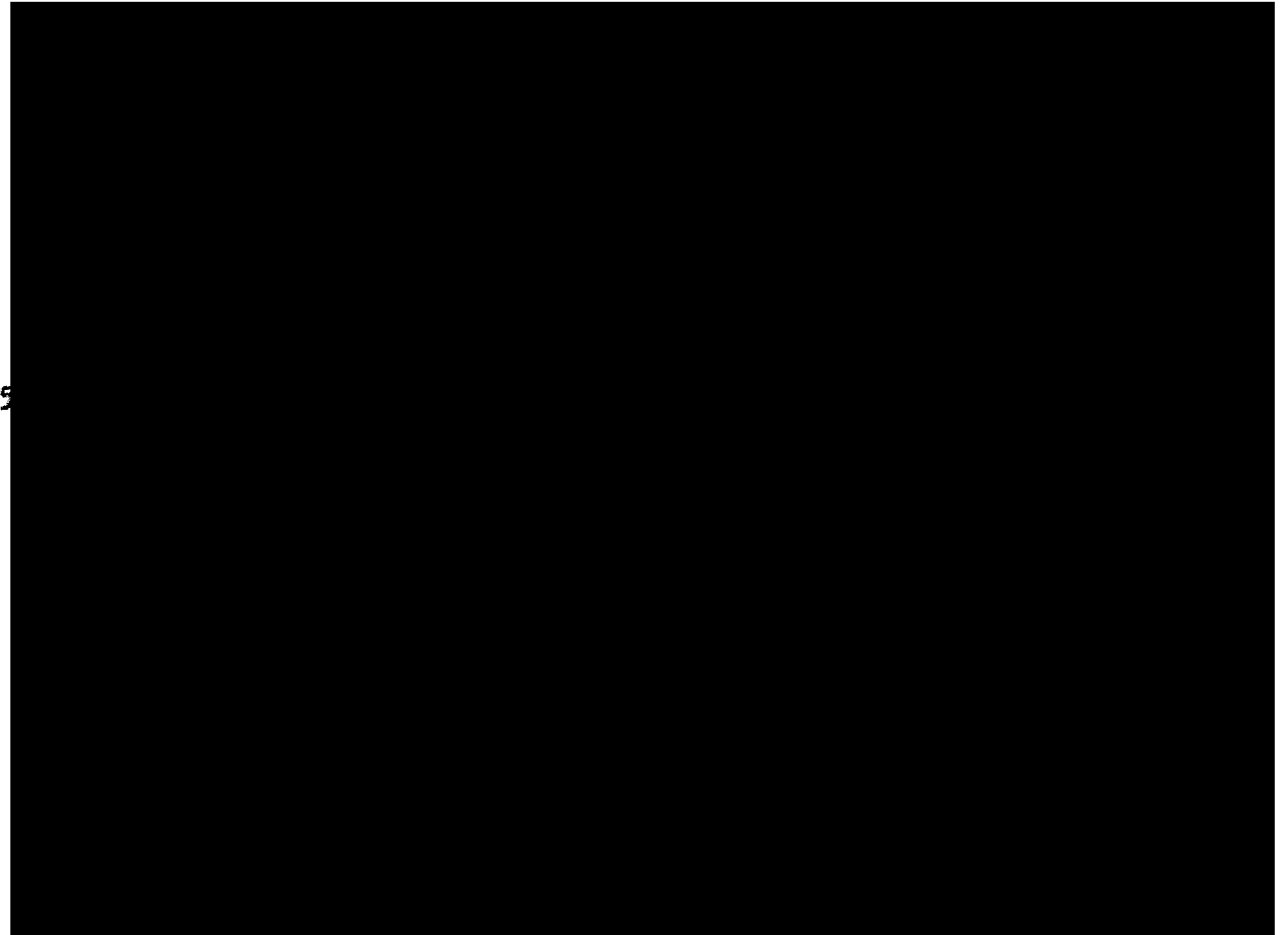
4. Use of Other US Government Supply Facilities. The Office of Logistics (OL) makes no effort to duplicate the supply facilities of other Government agencies in order to render support of material to operations, as any efforts in this direction would be impractical and uneconomical. We endeavor to maintain minimal levels to meet our immediate requirements and order same through the existing channels from DOD and other Government agencies, consistent with their prescribed procedures and priorities.

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6. Computerized Typesetting. The Printing Services Division (PSD), OL, in cooperation with the Office of Computer Services, has developed and has operational a system of computerized phototypesetting. This system utilizes the computer to format tapes perforated either in the composing room or as a by-product of typing the manuscript by the customer component. When customer tape is used, there is no keyboarding (on typesetting machines) required in the composing room.

An Agency computer has been programmed to do all the necessary formatting required for printing. The "raw" (nonformatted) tapes are processed through the computer and a completely formatted tape suitable for typesetting is the final computer product. The formatted tape is used to drive the phototypesetting machine. The product of the phototypesetting machine is a fully made-up page of type on film with appropriate running heads, folios, etc. This film page is ready for platemaking and printing as it comes off the typesetting machine. There is no proofreading, correcting, or other handling necessary after the page is produced.

Several features of the system which are outstanding are page make-up, committing to type only correct tape so that no corrections will be

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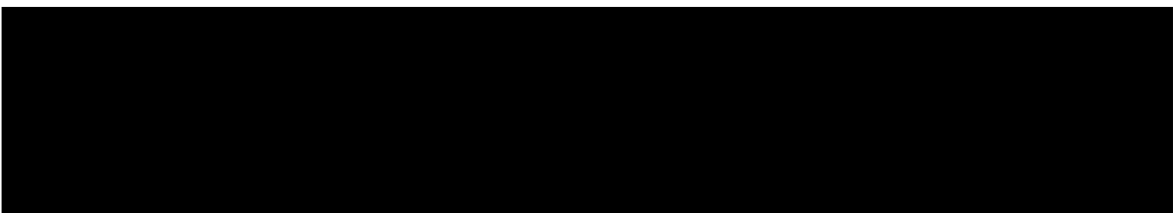
needed after the type is set, and hyphenless justification. Hyphenless justification is an innovation of PSD's which permits justification of lines without the need for end-of-line hyphens. This feature eliminates the need for large dictionary storage in the computer and the attendant errors inherent in the dictionary-logic systems of hyphenation.

The success or failure of present computerized book composition systems hinges largely upon the computer's ability to provide correct end-of-line word divisions required for justification. Industry has spent several years and hundreds of thousands of dollars in attempting to develop dictionary and logic systems which will attain the necessary accuracy required for high quality composition. The Agency feels that it has solved this problem by the use of a variable set size technique on a line-for-line basis. In simpler terms, this means that a sort of coefficient of expansion or contraction is applied to the proportional spacing between characters in each line of text. The line is thus expanded and contracted without destroying the proportional values of the individual character as is the case with fixed letterspacing.

This system of typesetting is being used to considerable advantage in the printing of the National Intelligence Surveys.

7. Continuous Tone Printing. The Printing Services Division, OL, has developed a method of "continuous tone" printing by the conventional off-set process. Like many other technical improvements which the Division has made, there was no precedence for the development of this process as no one had perfected it. Continuous tone printing permits the printing of halftone material (pictures) without the use of a screen, which is essential in conventional printing. This means that, once film positives are obtained, this material may be transferred directly to the printing plate without the need of being processed through the camera and its related operations. The quality of pictures printed by this method is unusually high. There are other advantages to the use of this process, particularly where it is necessary to rephotograph previously screened material. When such material is reprinted by the conventional method, a moire will result. This new process can also be used to good advantage in printing photographs by offset in lieu of the more expensive photographic printing when quantity is sufficient to justify it. When viewed under a magnifier (as in photointerpretation), the full detail of the picture printed by this process is clear as compared to the magnified dots resulting from the screen used in conventional printing.

8.



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☐ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

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18. EXTENSION

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5 SEP 1967

MEMORANDUM FOR: Chief, Planning Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing Services Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

SUBJECT : Briefing for Mr. John A. Hurley, Bureau of the Budget
Examiner

1. As mentioned at the Office of Logistics Staff Meeting on Thursday, 31 August 1967, the Deputy Director for Support has requested that we present a two-hour orientation briefing session for Mr. John A. Hurley, who has recently assumed responsibilities as a Bureau of the Budget Examiner for this Agency. This briefing will be held on Tuesday, 26 September 1967, at 2:00 p.m. The purposes of this memorandum are to describe the format for the session, give some general guidelines, and make some specific observations pertaining to each Office of Logistics Division.

2. The briefing will consist of six presentations of fifteen minutes each (described below), followed by a short break and then an opportunity for a general question and answer period with Mr. Hurley. The first fifteen-minute increment will be a ten-minute presentation by the Director of Logistics followed by a five-minute presentation by the Chief, Planning Staff. Each Division Chief, in the order listed below, will then have a fifteen-minute time block to discuss his mission and functions. All participants are urged to use briefing charts, viewgraphs, or slides. It is preferred that no handouts be given. In structuring this briefing, it should be remembered that the purpose of the presentation is to make Mr. Hurley aware of the functions for which you are responsible. Accordingly, charts of organization of your units (unless you determine at least one is necessary to show the functional organization of your Division), excessive use of statistical material, and the use of material more normally associated with the defense of a budget request should be avoided. The type and content of the presentations used by the Supply, Procurement, and Real Estate and Construction Divisions at the "Trends and Highlights Course" at [REDACTED] more nearly represent that which is desired although, obviously, more abbreviated presentations will have to be devised. No problems unique to the Agency should be raised, by direction or inference, nor should we engage in any subtleties designed to leave the impression that a more generous attitude on the part of the Bureau of the Budget would be a welcomed fallout from this briefing session.

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SUBJECT: Briefing for Mr. John A. Hurley, Bureau of the Budget Examiner

3. Specific observations are not designed to represent the exclusive content of the briefing but are only matters which, at a minimum, we wish to have mentioned. Presentations will be given in the following order:

a. First Presentation - Director of Logistics, followed by the Chief, Planning Staff:

(1) Only staff element in the Office of Logistics to perform substantive staffing and planning responsibilities.

(2) Staff charged with program planning and budgeting responsibilities and backed up by assigned Budget and Fiscal Officer.

(3) Staff Chief has just returned from a three-week planning, programming, and budgeting course at Harvard. Staff Deputy Chief has attended a three-week planning, programming, and budgeting course at the University of Maryland.

(4) In addition to the normal staff and planning responsibilities, Staff Officers from time to time serve as Project Officers on complex activities involving two or more Office of Logistics Divisions and extensive coordination with other Agency elements.

b. Second Presentation - Chief, Supply Division:

(1) Explain the depot system and differentiate the purposes served by

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(2) Stress activity in the arms and ammunition field relating it back to the [REDACTED] and describe the difference in our ordnance inventory vis-a-vis the U. S. military, i.e., not the latest state of the art, [REDACTED]

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(3) Mention the growing volume of work accomplished by the Inter-departmental Support Section, showing an increased use of FEDSTRIP and MIL-STRIP procedures.

(4) Mention that the Division represents "home base" for the majority of Logistics Careerists serving overseas.

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c. Third Presentation - Chief, Procurement Division:

(1) Establish the point that the Division is not the Agency's sole source for procurement work but that [REDACTED] and, additionally, the Agency is currently in the process of establishing a decentralized procurement mechanism for research, development and engineering undertakings.

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(2) Regardless of legislative authorities in the 1949 CIA Act we, as a matter of policy, follow the Armed Services Procurement Regulation except when operational needs dictate otherwise.

(3) Mention the four functional phases of procurement, i.e., general purchase, industrial, research and development, and covert. Develop covert procurement and the use of proprietary mechanisms.

(4) Develop the fact that the Division is "home base" for Procurement Officers assigned to [REDACTED] units and the Operating Components of the decentralized research, development and engineering procurement activities.

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d. Fourth Presentation - Chief, Real Estate and Construction Division:

(1) Develop the fact that in engineering and construction fields, we perform more in a staff than in an operating capacity, and that most of our worldwide construction is accomplished for us by working through other Government agencies.

(2) Mention the uniqueness of certain of our continuing construction requirements, i.e., communication facilities, technical intercept facilities at remote locations, etc.

(3) Mention the safehouse program, but don't go too deep into statistics or manner of operation.

(4) Mention the need for various professional talents, i.e., architects, civil, construction, electrical and power engineers, etc.

e. Fifth Presentation - Chief, Logistics Services Division:

(1) Develop the role of "post commandant" with all types of services rendered to all Agency facilities in the metropolitan Washington area.

SUBJECT: Briefing for Mr. John A. Hurley, Bureau of the Budget Examiner

(2) Stress the relationship and coordination with the Supply and Real Estate and Construction Divisions.

(3) Note, but don't develop with much thoroughness, the need for a quick-reaction capability to make space and facilities available for units to meet quick-developing operational circumstances.

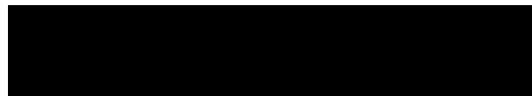
f. Sixth Presentation - Chief, Printing Services Division:

(1) State the reasons why the Agency has a complete graphic arts facility independent of the Government Printing Office and under Agency unilateral control.

(2) Describe the consolidation of facilities into the new Printing Services Building.

(3) Mention state-of-the-art developments such as computerized type-setting/hyphenless justification, continuous color tone printing, etc.

4. A dry-run of the presentations will be held during the week of 18 September 1967. This dry-run will be for our own purposes so that timing and content may be observed. We have also been informed that the Deputy Director for Support may wish a dry-run presentation. Dates for the dry-run presentations will be furnished at a later time. However, presentations should be ready as of Monday, 18 September 1967.



FOIAb3b

George E. Meloon
Director of Logistics

Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
FUNCTIONAL AREA <input type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL <input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE						STATISTICAL	
						NARRATIVE	
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<input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES GIVE ADP PROCESSING NO.					
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GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS DOLLARS	
<input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	

~~SECRET~~

19 June 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Briefing of Lt. Gen. Timmes on South Vietnam Logistics Support Operations

1. On 16 June 1967, the undersigned briefed Lt. Gen. Timmes for approximately one hour on all aspects of Agency logistics field support of South Vietnam operations. No others were present during the informal briefing.

2. The General was impressed with the magnitude of Agency support provided and was surprised to learn of the extent of the Vietnam Station's logistics facilities in Saigon [REDACTED]

He was also surprised to learn that the Vietnam Station independently obtains and maintains its own Saigon and up-country housing. Gen. Timmes asked questions about the type vehicles provided up-country case officers, as well as up-country air transportation available. Gen. Timmes also inquired as to what extent up-country case officers were accountable for property issued them and was accordingly advised that, as a rule of thumb, all property with a unit cost of less than \$200 was considered expendable except those personal appeal type items, e.g. weapons, cameras, radios, etc. for which a hand receipt is required; and that property with a unit price of over \$200 can be operationally expended on a nonrecovery basis only if an operational certificate is prepared and approved by proper Saigon authority.

3. Gen. Timmes is a very pleasant individual and does not give the impression of being a career military man. It was learned that he was with MAAG in Saigon in 1963-1964. He mentioned he had known Messrs. [REDACTED] and other Agency personnel in Saigon, so apparently knows something of Agency South Vietnam activities.

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PLANNING STAFF	
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C/R&A BR.	
C/F&L BR.	
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ORIG.	<i>ML</i>

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Distribution:

Orig - M/R

① OL/PS/R&AB (Official)

25X1A9a

OL/PS/R&A [REDACTED] jk/2561 (19 Jun 67)

19 June 67

Route to [REDACTED] info

~~SECRET~~

GROUP 1
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Briefing Notes

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Seen

14 FEB 1967

Director of Logistics
Room 1227 Ames Building

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Deputy Director for Support
Room 7D18 Headquarters

Attached is material requested
for briefing of

Signed: George E. Meloon

George E. Meloon

Att

Distribution:

Orig. - DD/S, w/2 cys of att

1 - OL Files (Official), w/att

(2) - OL/PS, w/att

1 - D/L Chrono, w/att

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OL/ 2788 (13 Feb 67)

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